19 February 2021

**To:** All members

 Councillor S. Glover (Chairman), Councillor A. Cartwright (Vice Chairman).

Dear Councillor

**NOTICE IS HEREBY GIVEN** that a **Finance & General Purposes Committee** Meeting will take place at **7.30pm** or immediately following the Planning Committee Meeting, **on Thursday 25 February 2021.**

**This is a virtual meeting.**

Members of the public will be able to listen to the meeting by right clicking on the link below, then opening the hyperlink. When the link opens, if you do not have Microsoft teams click on ‘watch on web’ then click on ‘join anonymously’.

<https://bit.ly/3s5FoYr>

**The above link will be live at 7pm on the 25 February 2021.**

The meeting is open to the Press and Public.

Yours sincerely



Julie Jones

Town Clerk

**The meeting will be recorded and live streamed**

**AGENDA**

**1.FG APOLOGIES**

 To receive apologies for absence.

**2.FG DISCLOSABLE PECUNIARY INTERESTS**

Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the meeting prior to the commencement of the debate.

**3.FG PUBLIC SESSION**

Members of the public are invited to question the Council/Committee on local issues, provided they indicate their intention to do so to the Town Clerk by NOON on the day before the meeting.

Questions can be submitted in writing or asked virtually during the meeting. If a member of the public wishes to join the virtual meeting they must provide a name and telephone number to the Clerk. Residents wishing to speak will receive a telephone call during the public session.

Questions may be answered during this session or deferred for further advice. The Chairman will select the order of the matters to be heard. Each speaker will be limited to a period of three minutes (to a maximum of 15 minutes total public session at the Chairman’s discretion).

Standing Orders will be suspended for up to fifteen minutes during the public session.

**4.FG MINUTES**

To agree the minutes of a meeting of the Finance and General Purposes Committee held on 10 December 2020. (attached).

Once the minutes are approved the Chairman will sign them as soon as practicable.

**5.FG NEW POLICIES**

To consider and agree the following policies:

1. Health & Safety Policy.

 See Appendix FG63 (attached).

1. Retention of Documents and Records Policy.

See Appendix FG64 (attached).

**6.FG REVIEW OF POLICIES**

To consider and agree the following policies:

1. Risk Management Strategy Policy

See Appendix FG65 (attached).

1. Discretionary Pension Policy

See Appendix FG66 (attached).

**7.FG SMALL GRANTS**

 To consider a small grant application from Market Drayton Town FC for purchasing PPE equipment and signage within the football clubs building; no set amount has been asked for.

See Appendix FG67 (attached).

There is £2,200 remaining in budget.

**8.FG CHAIRMANS WORKING GROUP MEETING**

To receive a verbal report from the Chairman.

**9.FG** **FINANCIAL REPORT**

 To agree the income and expenditure report:

 1 December 2020 – 31 January 2021.

 See Appendix FG68 (attached).

**10.FG INFORMATION**

 The end of year close down of accounts will be completed virtually again this year; discussions are in place for a suitable date.